

Operational Support Assistant

Administrative Assistant (T)

Administrative Assistant

Program Coordinator (DOE)

Customer Support Desk Analyst (T)

Customer Support Desk Analyst

Financial Clerk (3 positions)

FSN#2009/55

Operational Support Assistant

OPEN TO: All Interested Candidates

POSITION: Operational Support Assistant, FSN-5; FP-9

OPENING DATE: April 24, 2009

CLOSING DATE: April 30, 2009

WORK HOURS: Full-time; 48 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Operational Support Assistant in its U.S. Secret Service office located in Bangkok.

BASIC FUNCTION OF POSITION:

Drives head of agency and VIP official visitors. Office courier of official document and contraband to/from police Headquarters and banks in a safe and timely manner. Ensure vehicles and property maintained. Assists Special Agents and Thai Investigator on criminal cases.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of secondary school (Mattayom 6 or equivalent); (2) At least two years' experience in office support and/or as a professional chauffeur; (3) Level III (Good working knowledge) speaking/reading/writing English and Thai; (4) Must be familiar with various routes and traffic patterns to these destinations; (5) Must have ability to deal with VIP's, Thai Government personnel and public in general with tact; (6) Must have a valid driver's license.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

PLEASE ATTACH A COPY OF A VALID DRIVER'S LICENSE

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: April 30, 2009

FSN#2009/58 (T)

Administrative Assistant

OPEN TO: All Interested Candidates

POSITION: Administrative Assistant, FSN-6; FP-8 (Trainee)

OPENING DATE: April 24, 2009

CLOSING DATE: May 7, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Assistant in its Public Affairs Section located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Provides integrated financial management services for the Public Affairs (PA) Section including serving as PA's sub-cashier and controlling petty cash fund, the central point for PA procurement requests, and the primary PA liaison with Financial Management Center on budget issues. Reports to the Public Affairs Counselor.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in accounting, business administration or closely related field; (2) Minimum of one year experience in financial management or closely related field; (3) Level IV(Fluent) speaking/ reading/writing English and Thai; (4) Must have highly effective interpersonal skills to deal with vendors, contacts, and employees at all levels; (5) Ability to use a computer at a standard level.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: MAY 7, 2009

FSN#2009/58

Administrative Assistant

OPEN TO: All interested candidates

POSITION: Administrative Assistant, FSN-7; FP-7

OPENING DATE: April 24, 2009

CLOSING DATE: May 7, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Assistant in its Public Affairs Section located 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Provides integrated financial management services for the Public Affairs (PA) Section including serving as PA's sub-cashier and controlling petty cash fund, the central point for PA procurement requests, and the primary PA liaison with

Financial Management Center on budget issues. Reports to the Public Affairs Counselor.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in accounting, business administration or closely related field; (2) Minimum of two years experience in financial management or closely related field; (3) Level IV(Fluent) speaking/ reading/writing English and Thai; (4) Must have highly effective interpersonal skills to deal with vendors, contacts, and employees at all levels; (5) Ability to use a computer at a standard level.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: MAY 7, 2009

FSN#2009/59

Program Coordinator (DOE)

OPEN TO: All Interested Candidates

POSITION: Program Coordinator (DOE), FSN-9; FP-5(Step 1 thru 4)

OPENING DATE: April 24, 2009

CLOSING DATE: May 7, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-5(Step 1 thru 4)

Ordinarily Resident (OR): FSN-9

The U.S. Embassy in Bangkok is seeking an individual for the position of Program Coordinator in its Department of Energy office located at Laem Chabang, Chonburi province.

BASIC FUNCTION OF POSITION:

Responsible for coordinating and providing a full range of programmatic support to the Department of Energy’s (DOE)/ National Nuclear Security Administration’s (NNSA) programs which include the Global Threat Reduction Initiative (GTRI) and Second Line of Defense (SLD) programs such as Megaports. Duties include meeting and maintaining professional liaison with high-level host country officials in supporting to the activities and training for Megaports program.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM’s and MOH’s, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM’s), Eligible Family Members (EFM’s), Members of Household (MOH’s) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in Political Science, International Affairs, Engineering, Law, Export Control/Commerce Law and International Management or a related field is required; (2) Five years of progressive responsible experience in

administrative, legislative or financial management environment; **(3)** Must be able to read, write, speak and comprehend English and Thai at Level IV (Fluent); **(4)** Must have knowledge of Microsoft software, including Word, Excel, and PowerPoint; **(5)** Must be able to deal effectively with people within and outside the US Embassy both orally and in writing; **(6)** Must have the ability to plan, organize and manage a project with limited guidance.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: May 7, 2009

FSN#2009/60 (T)

Customer Support Desk Analyst

OPEN TO: All Interested Candidates

POSITION: Customer Support Desk Analyst, FSN-6; FP-8 (Trainee)

OPENING DATE: April 24, 2009

CLOSING DATE: May 7, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Customer Support Desk Analyst in its Training and Customer Support Division at the Global Financial Service Center (GFSC) office, located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Provide the technical services to the users of various financial systems and software applications in GFSC serviced post. Duties include system's analysis and problem solving for overseas financial system software issues. Incumbent's regular workweek may include the weekend.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOH's, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOH's) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in computer science, business administration, or liberal arts; (2) Two years of relevant experience working as a technical support analyst or computer helpdesk; (3) Level III (Good working) speaking/reading/writing English and Thai; (4) Good knowledge and skills in computer software; (5) Good technical skills in writing and presentation to be able to deliver training on several hardware and software.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFM's) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: MAY 7, 2009

FSN#2009/60

Customer Support Desk Analyst

OPEN TO: All Interested Candidates

POSITION: Customer Support Desk Analyst, FSN-7; FP-7

OPENING DATE: April 24, 2009

CLOSING DATE: May 7, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Customer Support Desk Analyst in its Training and Customer Support Division at the Global Financial Service Center (GFSC) office, located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Provide the technical services to the users of various financial systems and software applications in GFSC serviced post. Duties include system's analysis and problem solving for overseas financial system software issues. Incumbent's regular workweek may include the weekend.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOH's, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOH's) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in computer science, business administration, or liberal arts; (2) Three years of relevant experience working as a technical support analyst or computer helpdesk; (3) Level III (Good working) speaking/reading/writing English and Thai; (4) Good knowledge and skills in computer software; (5) Good technical skills in writing and presentation to be able to deliver training on several hardware and software.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFM's) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: MAY 7, 2009

FSN#2009/61

Financial Clerk (3 positions)

OPEN TO: All Interested Candidates

POSITION: Financial Clerk, FSN-5; FP-9

OPENING DATE: April 24, 2009

CLOSING DATE: May 7, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Financial Clerk in its Financial Management Center, located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as one of a team of Financial Clerks in the Financial Management Center, examining petty cash vouchers and other claims for payment of goods and services. Vouchers include, but are not limited to all non-cash payments. Provides back-up to other Financial Clerks and other Voucher Examiners in the section. Reports directly to the Supervisory Voucher Examiner.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of secondary school; (2) One year's experience in secretarial or general clerical works; (3) Level III (Good working knowledge) speaking/reading/writing English and Thai; (4) Good knowledge of the operation of computer data input, PC, and Microsoft Office Applications; (5) Ability to operate a typewriter, calculator, PC, and basic office automation. Good computer and typing skills.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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